

Designing and Implementing a Digital Collections Management System: Growing Stronger Archival Collections with Islandora

Cliff Landis
Jessica Leming

Society of Georgia Archivists
Annual Meeting 2019

It seems like it was only last year...

Selecting a Digital Collections
Management System:
Getting Large Projects Done Quickly
Using a Practical Approach

2018-10-25 - Society of Georgia Archivists Annual Meeting

Cliff Landis
Digital Initiatives Librarian
Atlanta University Center Robert W. Woodruff Library

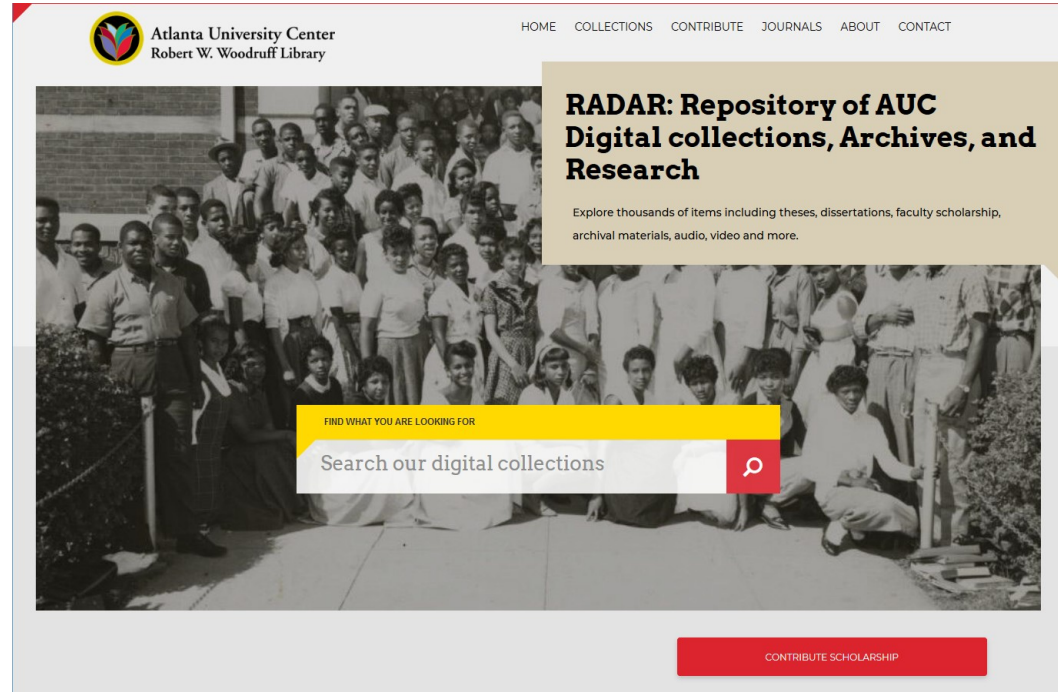
Recording from expanded DLG webinar version available here:
<http://tiny.cc/dcms>



Repository of AUC Digital collections, Archives and Research

- FY2018: Selection
- **FY2019: Build and Migration**
- FY2020: Enhancement

<https://radar.auctr.edu/>



It takes ~~a village~~ an Islandora Implementation Group!

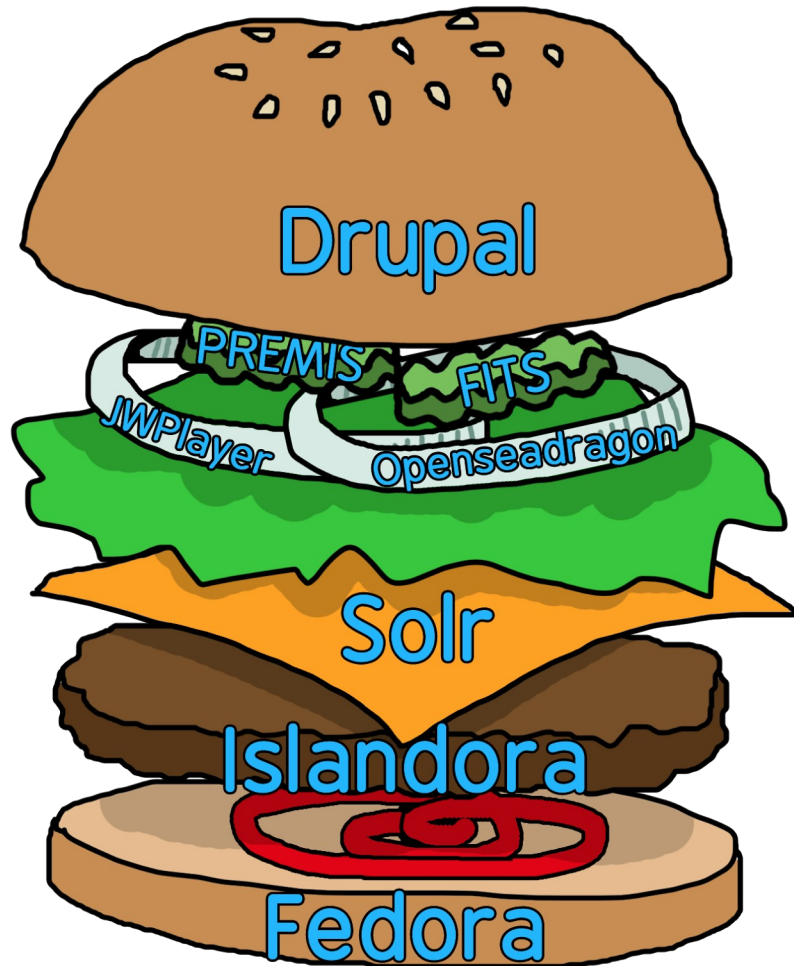
- Jessica Leming
- Cliff Landis
- Christine Wiseman
- Josh Hogan
- Alexandra Dade
- Stacy Jones
- Sarah Tanner
- Anastasia Semien
- Justin De La Cruz
- Aletha Moore
- Robert Fallen
- Bryan Briones
- Kevin Banks
- Michael Chromey
- Suteera Apichatabutra

Systems & Vendors

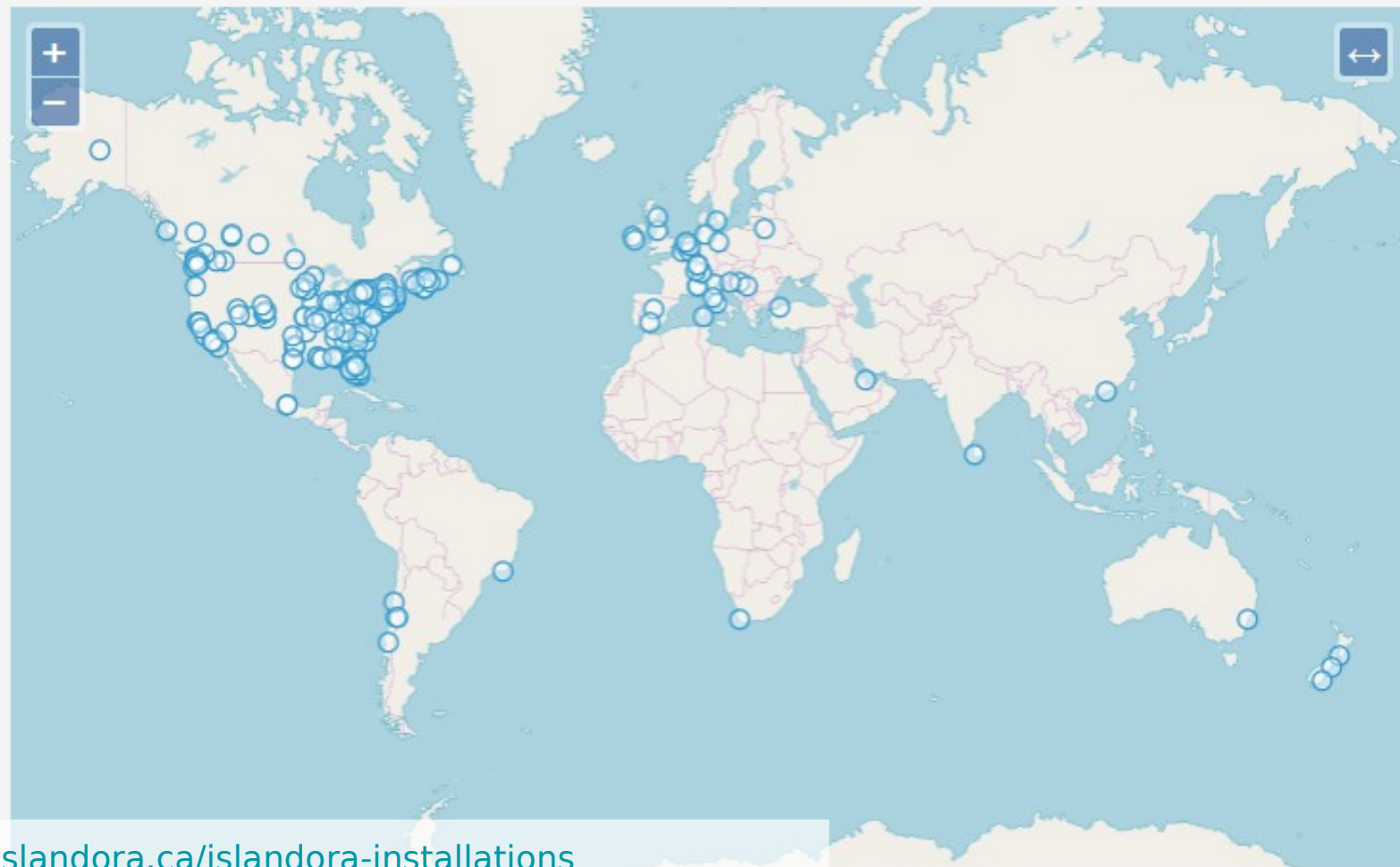
What is Islandora 7.x?

Several open source software programs connected together:

- Fedora - Storage & Preservation
- Solr - Search & Browse
- Drupal - Style & Display
- Solution Packs & Viewers - Display media
- Utility Modules - Add functionality
- Islandora - code that ties it all together!



Islandora Installations Map



<https://islandora.ca/islandora-installations>

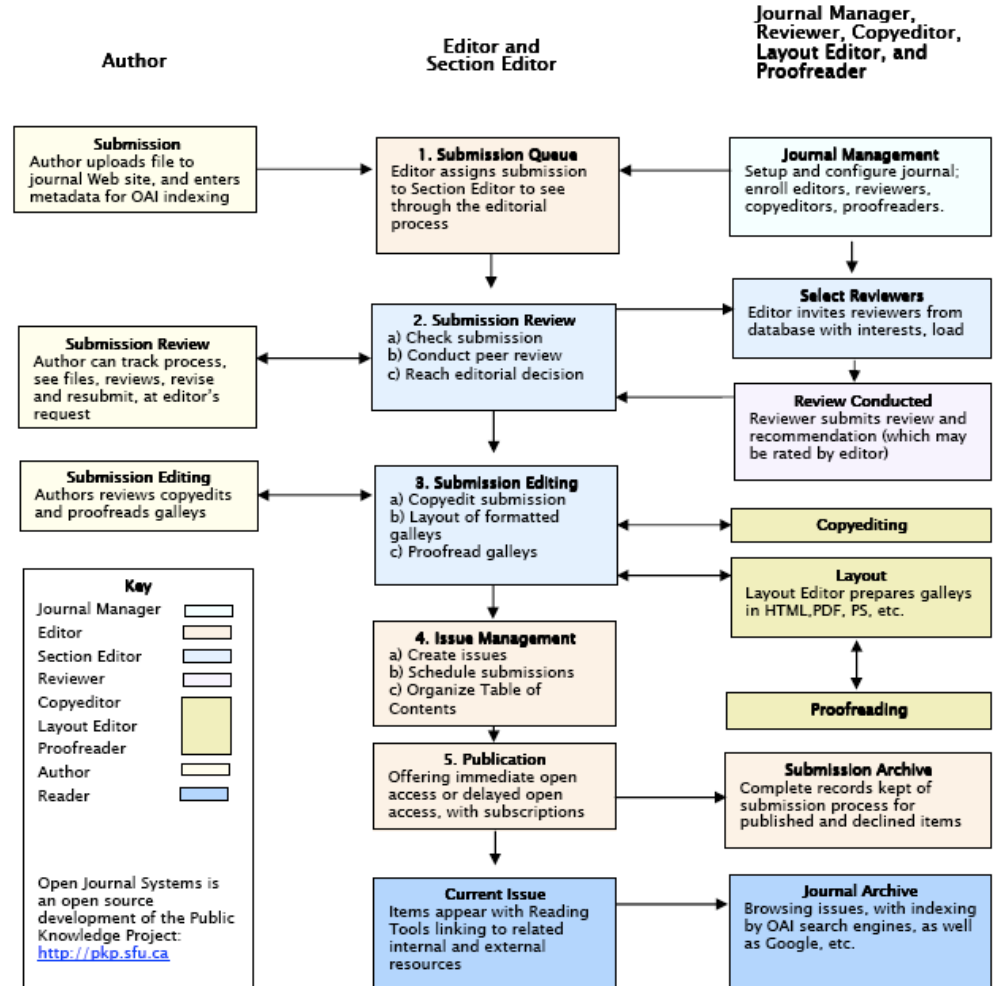
discoverygarden

- Business based in Prince Edward Island, Canada
- Spin-off from the original development team at University of Prince Edward Island by the Robertson Library
- Completed over 100 unique repository projects to date
- 8 years of industry experience
- Write a lot of the code behind Islandora
- Cheaper and more features than competitors

What is Open Journals Systems (OJS)?

- Used for journal submission workflow and publishing, for active journals that opt-in
- Free open source software (FOSS)
- Hosted by the Public Knowledge Project (PKP)

OJS Workflow Chart



OJS Public View

jhogan 0 ▾



[CURRENT](#)

[ARCHIVES](#)

[ABOUT ▾](#)

Current Issue

Vol 16 No 1 (2010)

Published March 20, 2010



Challenge publishes scholarly papers on all issues germane to the African Diaspora. Particular emphasis is placed on African American men, their families, and their communities within this global context. *Challenge* is an interdisciplinary publication of Morehouse College, housed within the division of the Humanities and Social Sciences. *Challenge* also publishes special issues with papers presented at colloquia, conferences, and invited papers on selected themes. Unsolicited papers related to the themes may also be included in these special issues.

Journal Editors'/Managers' View

Challenge Online

Tasks 0

EnglishView Sitejhogan

CHALLENGE

MetadataEditorial HistorySubmission Library

Joe Louis and the Struggle of African American Golfers for Visibility and Access
Marvin P. Dawkins, Walter C., Farrell

SubmissionReviewCopyeditingProductionHelp

Submission FilesSearchUpload File

515-1sapichatabutra, Chal_Vol14 No 1_2008_dawkins.pdf

March 28, 2019Article Text

Download All Files

Pre-Review DiscussionsAdd discussion

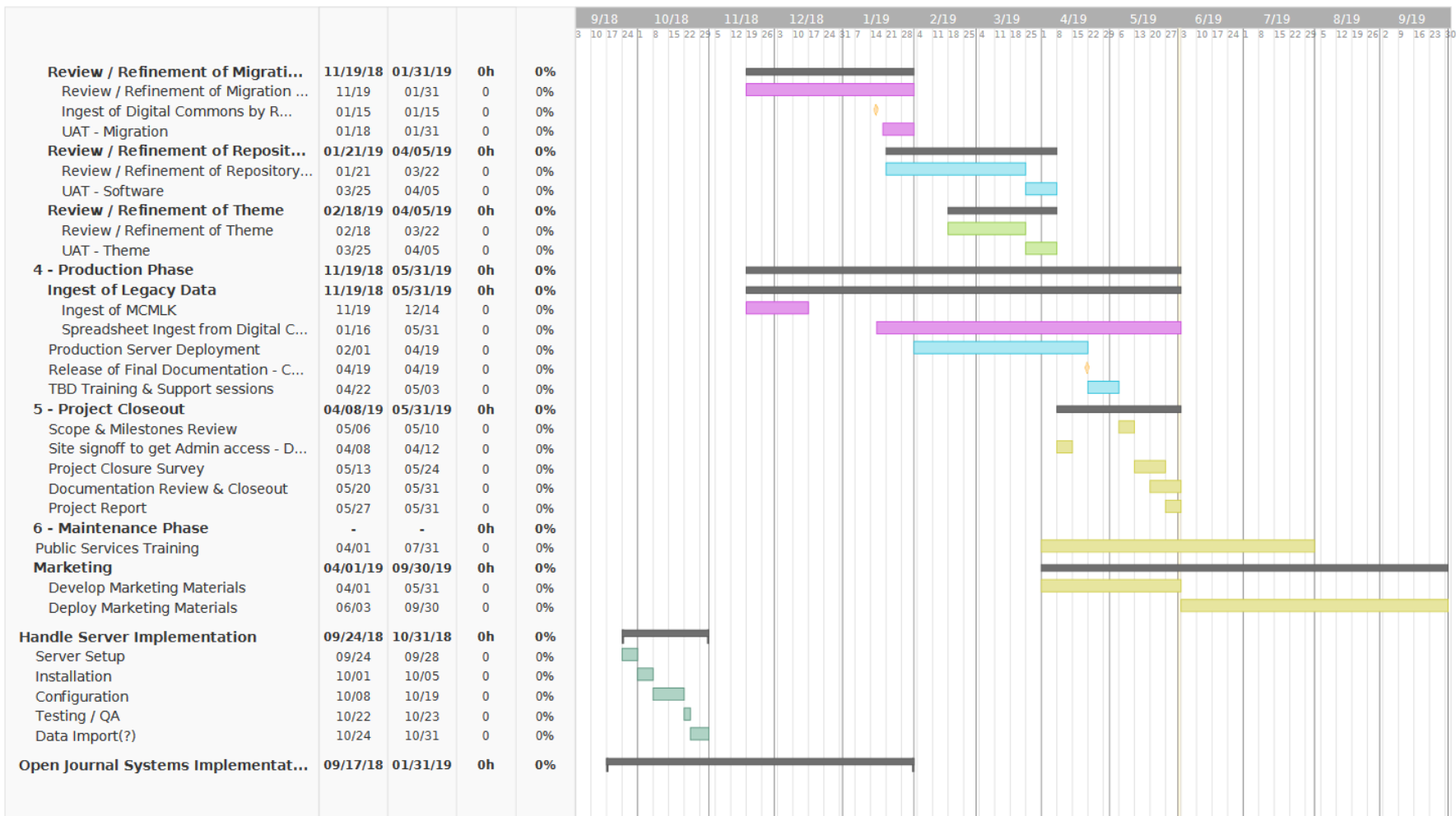
Name	From	Last Reply	Replies	Closed
No Items				

Send to ReviewAccept and Skip ReviewDecline SubmissionParticipantsAssignJournal editorSuteera ApichatabutraFunding coordinatorJoshua Hogan

Vendor Management (getting down to business)







A quick scope note...

- If you're under-resourced (not enough time, people, or money), you will have to sacrifice capabilities & customizations
- Some vendors provide cheaper open source system hosting “out of the box” without customizations
- Regardless of your organization's size, know what's within your budget, and




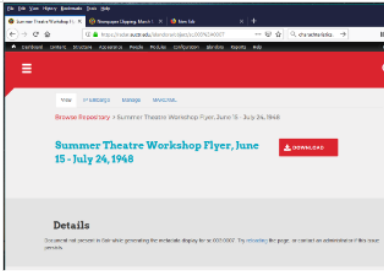
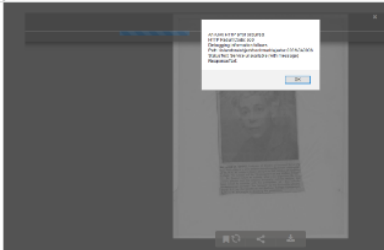

Vendor Management: Collaborative Planning

- Review the contracts *carefully*
 - Learn vendor-speak →
 - Look at timelines and deliverables
- Get the contracts signed
- Get your project on the vendor's calendar
- Kickoff call
 - Meet your Vendor Project Manager
 - PM-to-PM
 - Aligning Project Plans
 - Scheduling check-in calls

Glossary:

- **Discovery Phase** (vendor charges you to see if they can do everything you want)
- **SOW** - Statement of Work (contract)
- **WBS** - Work Breakdown Structure (timeline and tasks)
- **UAT** - User Acceptance Testing (making sure it does what they say it will do)
- **Acceptance Criteria / Deliverables** (what the vendor will do)
- **MVP** - Minimum Viable Product (the minimum that the system can do to

Vendor Management: Managing Accountability

	A	B	C	D	E	F	G	J	
1	Issue Number	Issue Name	Issue Description	Issue Priority	Issue Type	Date Identified	Identifier	Notes	Screenshot
107	0106	Add blank option for decade	There are 45 collections showing up as "1850-1859" in the Decade facet. Since there is no blank option for this field, things that don't have a decade (like collections) are auto-assigned the first option in the list whenever the form is edited and updated. Please add a blank option for Decade so these items can be removed from the "1850-1859" facet.	Medium	Bug	2019-08-02	AUC_Cliff		
108	0107	"Document not in Solr" message after updating metadata	I fixed a typo in the metadata of an object this morning (https://radar.aucr.edu/islandora/object/sc.003%3A0007), and as of this afternoon it's still not displaying properly. It gives the following message: "Document not present in Solr while generating the metadata display for sc.003:0007. Try reloading the page, or contact an administrator if this issue persists." Is there a typical turnaround time for the Solr index to update (i.e. is there some nightly cron job that this is waiting on)? Is there some action I can take in case it's an "emergency" and I need to force it to index/display properly?	High		2019-08-15	AUC_Cliff		
109	0108	Disable "Bookmark" feature on image viewer	There's an error with the bookmark feature in the image viewer. When users click on the bookmark icon, they get the error message: An AJAX HTTP error occurred. HTTP Result Code: 500 Debugging information follows. Path: /islandora/object/bookmark/ajax/sc.003%3A0006 StatusText: Service unavailable (with message) ResponseText: Since the majority of our users will not be logged in to actually save the bookmark, I'd like to disable this feature for the image viewer.	Low		2019-08-16	AUC_Cliff		
110	0109	Jessica's spreadsheet issue	Tracking https://support.discoverygarden.ca/support/tickets/8606 . Waiting on a code fix from Nelson to continue troubleshooting.	Critical		2019-08-19	AUC_Cliff		
111	0110	Alex's Stage server spreadsheet ingest errors	Tracking https://support.discoverygarden.ca/support/tickets/8717 . "Binary path" and "name in header of temporary" errors.	Medium		2019-08-19	AUC_Cliff		

Decade
1950-1959

Subject
Portraits and people
African American women

Institution
Atlanta University Center Robert W. Woodruff Library

Add

1 **Geographic Location**

PHYSICAL DESCRIPTION

2 **Format**
image/jpeg

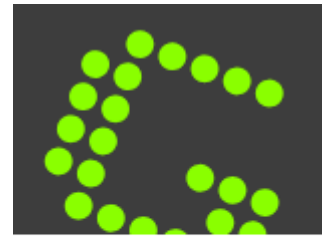
Medium
black-and-white photographs

3 **Playing Time**

Time

RELATED ITEMS

Tools: Greenshot



GREENSHOT

- The best screenshot software we've found
 - Context menu, image editor, customizable saving options
 - Easy, doesn't interrupt flow
 - Great for documentation and creating guides
- <https://getgreenshot.org/>

Vendor Management: Negotiating Expectations

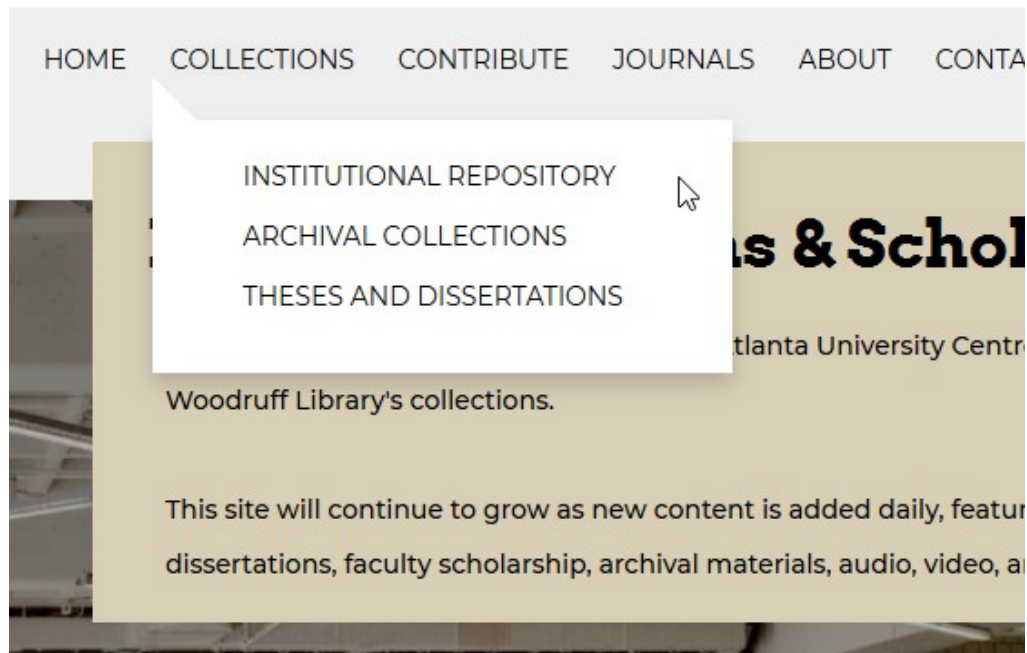
- It's a balancing act to set aspirational (but reachable) goals in the project
- Don't be afraid to say "You're not meeting our needs."
- The vendor wants you to be happy, but you should have a risk management plan ready just in case.



Design Decisions

Architecture - Flexible Design

- Three super-collections:
 - Institutional Repository
 - Archival Collections
 - Theses & Dissertations
- Polyhierarchical (objects can belong to more than one collection)
- Collections can be restricted by role, account, or IP address



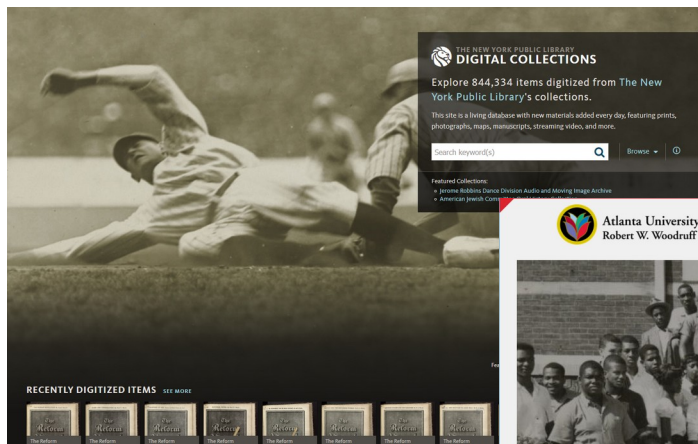
Handle Server: Persistent URLs

- Handle Server to create persistent URLs
- Prevents “link rot”
- Links automatically generated upon ingest into Islandora
- Formatted for easy internal identification

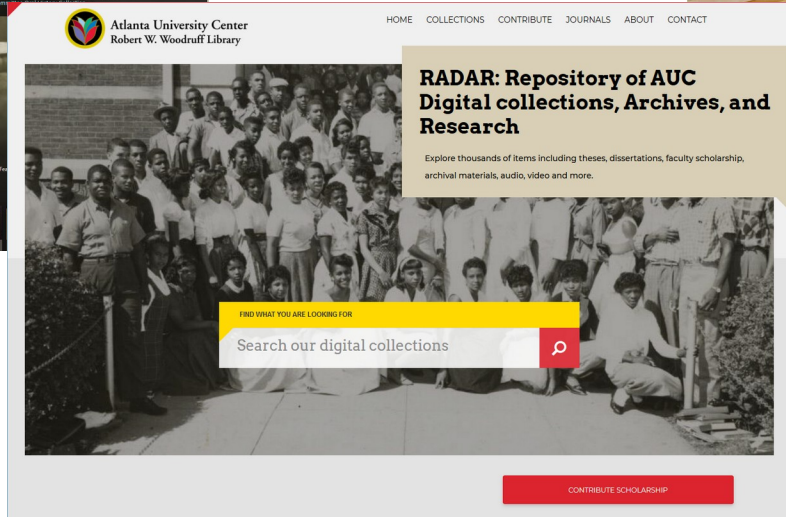
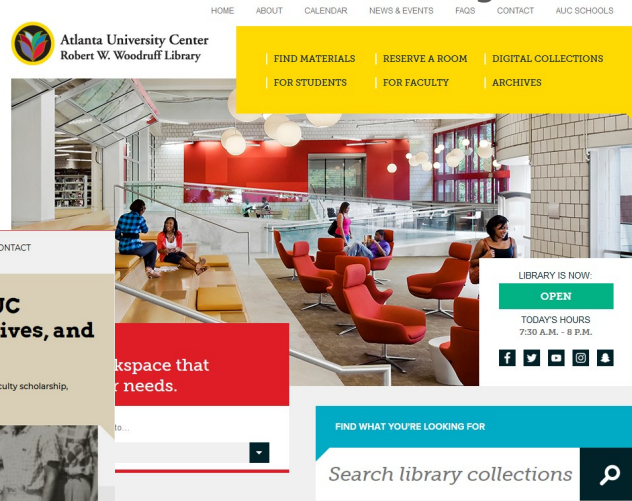
Collection	Anna E. Hall Collection
Finding Aid	http://hdl.handle.net/20.500.12322/fa:119
Institution	Atlanta University Center Robert W. Woodruff Library
Geographic Location	Georgia--Atlanta
Handle	http://hdl.handle.net/20.500.12322/auc.119:0077
Acknowledgements	The Atlanta University Center Robert W. Woodruff Library Humanities - Humanities Collections and Reference Resources digitization of a number of its major archival collections <i>American Religious Archival Collections at the Atlanta</i>
Rights	All works in this collection either are protected by copy

Theme: Inspired by NYPL DC & AUCTR.EDU

Navigation and Architecture



Color Scheme and Design





Metadata Overhauls

Legacy Data

- Created over many years
- Created by many different people/roles in library
- Created using many shifting (or non-existing) metadata standards

File Name	Title	Descriptive Date	Creation Date	Decade	Rights Statement	Document type (AAT)	Date S
auc.075.001.pho	Hartsfield International Airport Model	1979	1979	1970s		black & white photograph	2018-0
auc.075.080.pho	Maynard Jackson Gives Speech	undated	undated	undated		black & white photograph	2018-0
auc.075.081.pho		undated	undated	undated		black & white photograph	2018-0
auc.075.082.pho.b02f40	Bob Holmes, AU professor and GA State Representative	undated			Items in this collect	Color photographs	2018-0
auc.075.083.pho.b03f22	portrait of Shirley Franklin	undated			Items in this collect	Black-and-white photographs	2018-0
auc.075.084.pho.b33f33	Julian Bond, David Scott, and Maynard Jackson	1979	1979	1970s	Items in this collect	Black-and-white photographs	2018-0
auc.075.085_0001.doc.b148f08	Calvin Smyre appointment as Floor Leader in the Georgia Genera	1986 December 22		1980s	Items in this collect	Correspondence	2018-0
auc.075.085_0002.doc.b148f08	Calvin Smyre appointment as Floor Leader in the Georgia Genera	1986 November 25		1980s	Items in this collecti	Correspondence	2018-0
auc.075.085_0003.doc.b148f08	Calvin Smyre appointment as Floor Leader in the Georgia Genera	1986 November 18		1980s	Items in this collecti	Clippings (information artifacts	2018-0

Beginning metadata normalization

- Creating our new “base” set of fields
- Institutional Repository - Archival Collections - Theses and Dissertations





Metadata - Massive Redesign

- From “in house” to “future-ready”
- Matching MAPs for DLG and DPLA, improving discovery
- Revised dates to be both machine- and human-readable (3 sets)
- Rights_Statement from *RightsStatement.org*
- Fewer Subjects for broader categories
- Multiple Institutions available per object

binary_file	label	Creator	Date	Decade	Description
	Anna E. Hall Collection				was born near
auc.119.b02f09	Anna E. Hall, 1948		1948	1940-1949	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1940		1935/1945	1940-1949	Portrait of Anna E
auc.119.b02f09	Anna E. Hall, circa 1960		1955/1965	1950-1959	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1950		1945/1955	1950-1959	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1950		1945/1955	1950-1959	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, 1954		1954	1950-1959	Anna E. Hall gre
auc.119.b02f09	Anna E. Hall, circa 1955		1950/1959	1950-1959	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, 1940		1935/1945	1940-1949	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, 1940		1935/1945	1940-1949	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1960		1955/1965	1960-1969	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1960		1955/1965	1960-1969	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1950		1945/1955	1950-1959	Anna E. Hall star
auc.119.b02f09	Anna E. Hall, circa 1950		1945/1955	1950-1959	Anna E. Hall star
auc.119.b02f10	Anna E. Hall, circa 1925		1920/1929	1920-1929	People waking in
auc.119.b02f10	Anna E. Hall, 1923		1923	1920-1929	A group portrait c
auc.119.b02f10	Anna E. Hall, circa 1925		1920/1929	1920-1929	Anna E. Hall and
auc.119.b02f10	Anna E. Hall, circa 1925		1920/1929	1920-1929	Anna E. Hall star
auc.119.b02f11	Agnes McAllister, circa 1900		1895/1905	1900-1909	Portrait of Agnes
auc.119.b02f12	Miss Abbott, circa 1900		1895/1905	1900-1909	A woman seated
auc.119.b02f12	Bowen Family Photograph, circ		1895/1905	1900-1909	Group portrait of
auc.119.b02f12	Ms. Gibson, circa 1940		1935/1945	1940-1949	Portrait of a wom

Mapping needs

- Our fields  DC  MODS
- ISO 8601

AUC	DC	Recommended MODS XPath
Title	dc.title	/mods/titleInfo/title
Original Title	dc.title.alternative	/mods/titleInfo[@type = 'alternative']/title
Recommended Citation	dc.bibliographicCitation	/mods/note[@type = 'recommended citation']
Document Type	dc.type	/mods/typeOfResource
Format	dc.format	/mods/physicalDescription/form[@type = 'format']
Medium	dc.PhysicalMedium	/mods/physicalDescription/form[@type = 'medium']
Abstract	description.abstract	/mods/abstract[@type = 'scope and content']
Description	description.abstract	/mods/abstract[@type = 'summary']
Author	dc.creator	/mods/name[@type = 'personal'][role/roleTerm[@type = 'te
Creator	dc.creator	/mods/name[@type = 'personal'][role/roleTerm[@type = 'te
File Name	dc.identifier	DO NOT CROSSWALK. THIS IS STORED AND INDEXED IN THE repository (ORCID stream)
Collection	dc.isPartOf	/mod/relateditem[@type = 'host']/titleInfo/title
Acknowledgements	description	/mods/note[@type = 'acknowledgements']

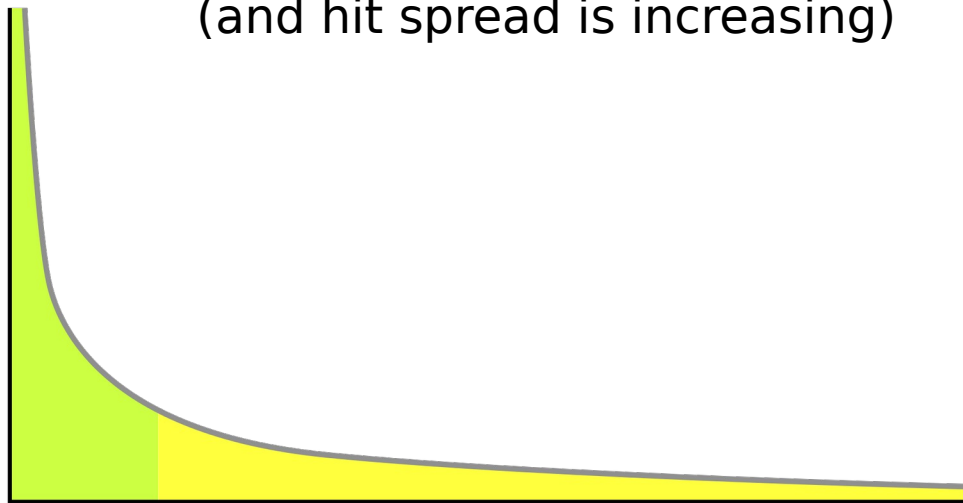
Building Consensus

- Metadata Working Group!
- Sharing the plan with staff who know their users

AUC	Images-ARC	Scholarly	A/V & OH	ETDs	Journals
Title	x	x	x	x	x
Original Title			x		
Recommended Citation	x	x	x	x	x
Document Type	x	x	x	x	x
Format	x		x		
Medium	x		x		
Abstract		x	x	x	x
Description	x				
Author		x	x		
Creator		x			x
File Name	x		x		
Collection	x		x		
Acknowledgements	x		x		
Finding Aid	x		x		
Rights	x		x		
Rights Statement	x		x	x	
Date	x		x		
Publication Date		x			
Decade	x		x		
Notes	x		x		
Department	x	x			
DOI		x			
Source		x			
Playing Time			x		
Time index			x		
Date of Award				x	
Degree Type				x	
Degree Name				x	
Department				x	

Overhauling subjects

- So much “Oneness” of subjects
- Long tail vs. “short head”
 - Top 20% receive 80% of hits
(and hit spread is increasing)



(Example - not
AUC)

- Human anatomy -- Atlases (1)
- Human anatomy -- Early works to 1800 (1)
- Imaginary/Mythological creatures (36)
- Indian agents. (135)
- Indians of North America--New York (State). (1)
- Iroquois Indians--Census. (1)
- Iroquois Indians--Treaties. (1)
- Jacksonville Female Academy (Jacksonville, Ill.) (2)
- Janish, Jeanne R. (2)
- Jewett, Milo Parker, 1808-1882 -- Portraits. (2)
- John Schoonbeek (2)
- Johnson, Jane -- Portraits. (1)
- Jones, Daniel A. (1)
- Kapp, Caecilie -- Portraits. (4)
- Karen Robertson (1)
- Kendrick, J. R. -- Portraits. (1)
- Kiana Moore (1)
- Kim Squillace (1)
- Knapp, William Ireland, 1835-1908 -- Portraits. (1)
- Ladd-Franklin, Christine, 1847-1930 (2)
- Lakes -- New York (State) -- Poughkeepsie. (1)
- Lance Ringel (1)
- Lathrop, Edward -- Portraits. (1)
- Laura Streett (1)
- Literature (54)

FAST *(Faceted Application of Subject Terminology)*

- Personal names
- Corporate names
- Geographic names
- Events
- Titles
- Time periods
- **Topics**
- Form/Genre

Subjects - MAIN

Thursday, November 01, 2018

4:06 PM

OCLC FAST vocabulary

Abolitionists
 Africa
 African American architects
 African American arts
 African American athletes
 African American authors
 African American Baptists
 African American bishops
 African American business enterprises
 African American churches
 African American civic leaders
 African American clergy
 African American families
 African American librarians
 African American mayors
 African American Muslims
 African American neighborhoods
 African American newspapers
 African American Pentecostals
 African American pioneers
 African American poets
 African American political scientists
 African American Presbyterians
 African American press
 African American psychologists
 African American scholars
 African American scientists
 African American sociologists
 African American soldiers
 African American student movements
 African American teenagers
 African American universities and colleges
 African American men
 African American women
 African American women--Race identity
 African American--Civil rights

USE FOR ISLANDORA

Non-FAST for series collections (can be used for all collections)

Buildings and grounds
 Campus life
 Class collages
 Commencement ceremonies
 Events and programs
 Faculty and staff
 Groups and organizations
 Portraits and people
 Presidents
 Theatre and dance

JL chu

FAST Vocabulary for ADEPt collections

African diaspora
 African diaspora--Religion
 Africans--Politics and government
 Africans--Religion
 Afrobeat
 Arts, Igbo
 Bini language
 Choral music
 Dance
 Drum
 Efik language
 Esan language
 Ethnomusicology
 Gomei language
 Gullahs
 Gullahs--History
 Gullahs--Social life and customs
 Gullah women
 Gullah (Music)

JH

Λ
n

Migration from Digital Commons

	Digital Commons Collections Count	Institutional Ownership	NS:PIL	Count	Type(s)	Other	Notes	Location	Setup	QA 1	Stage
2	ELECTRONIC THESES & DISSERTATIONS COLLECTION FOR ATLANTA UNIVERSITY & CLARK ATLANTA UNIVERSITY	RWWL		152	pdf		Ready for QA1	M:\Theses_Dissertations\JL			
3	WHITNEY M. YOUNG JR. SCHOOL OF SOCIAL WORK CONCEPTUAL PAPERS	RWWL		17	pdf		Ready for QA1		AD		
4	ETD COLLECTION FOR AUC ROBERT W. WOODRUFF LIBRARY	RWWL		4344	pdf		Ready for QA1	M:\Theses_Dissertations\JL			
5	1932 - 1950	RWWL			pdf		Ready for QA1	M:\Theses_Dissertations\JL			
6	1951 - 1970	RWWL			pdf		Ready for QA1	M:\Theses_Dissertations\JL			
7	1970 - 1985	RWWL			pdf		Ready for QA1	M:\Theses_Dissertations\JL			
8	1986 - 2000	RWWL			pdf		Ready for QA1	M:\Theses_Dissertations\JL			
9	2001 - 2017	RWWL			pdf		Ready for QA1	M:\Theses_Dissertations\JL			
10	ETHEL WADDELL GITHII HONORS PROGRAM THESES	RWWL		15	pdf		Ready for QA1		AD		
11	DEPARTMENTAL HONORS IN PSYCHOLOGY	RWWL		7	pdf		Ready for QA1		AD		
12	ATLANTA-ROME DISTRICT CME CHURCH COLLECTION	RWWL		99	img, aud	1 aud	Ready for QA1 (waiting on audio binary config)	S:\Digital Collections\JL			
13	JAMES P. BRAWLEY COLLECTION	RWWL		189	img		Ready for QA1	S:\Digital Collections\JL			
14	C. ERIC LINCOLN COLLECTION *some videos have been taken down re:copyright	RWWL		506	img, aud	167 aud, vid	Ready for QA1 (waiting on audio binary config)	S:\Digital Collections\JL			
15	GLADSTONE CHANDLER FAMILY PAPERS	RWWL		175	img		Ready for QA1	S:\Digital Collections\JL			
16	JAMES H. COSTEN COLLECTION	RWWL		219	img, aud	10 aud	Ready for QA1 (waiting on audio binary config)	S:\Digital Collections\JL			
17	J. HOWARD DELL COLLECTION	RWWL		683	img, aud, vid	644 aud, vid	Ready for QA1 (waiting on audio binary config)	S:\Digital Collections\JL			
18	HUGH GLOSTER COLLECTION	RWWL		232	img		Ready for QA1	S:\Digital Collections\JL			
19	ANNA E. HALL COLLECTION	RWWL		104	img, pdf	2 pdf	Ready for Staging/QA2	S:\Digital Collections\JL		2019-05-14 CL	
20	VIVIAN WILSON HENDERSON PAPERS	RWWL		159	img, aud	23 aud			AD		
21	ISAAC R. CLARK MEMORIAL COLLECTION	RWWL		206	img, aud	199 aud	Ready for QA1 (waiting on audio binary config)	S:\Digital Collections\JL			
22	INTERDENOMINATIONAL THEOLOGICAL CENTER AUDIO VISUAL COLLECTION	RWWL		1302	img, aud	61 aud	Ready for QA1 (waiting on audio binary config)	S:\Digital Collections\JL			
23	MORRIS BROWN COLLEGE PHOTOGRAPHS	RWWL		357	img				JH		
24	MOREHOUSE COLLEGE PHOTOGRAPHS COLLECTION	RWWL		210	img				JH		
25	MARTIN LUTHER KING FELLOWS IN BLACK RELIGIOUS STUDIES, INC. COLLECTION	RWWL		188	img, aud	71 aud	Ready for QA1	S:\Digital Collections\JL			
26	ROBERT E. PENN COLLECTION	RWWL		114	img		Ready for QA1	S:\Digital Collections\JL			
27	SPELMAN COLLEGE PHOTOGRAPHS COLLECTION, BUILDINGS AND GROUNDS	SPELMAN		152	img				JH	make one collection	
28	SPELMAN COLLEGE PHOTOGRAPHS COLLECTION, COMMENCEMENT	SPELMAN		238	img				JH	make one collection	
29	SPELMAN COLLEGE PHOTOGRAPHS COLLECTION, PRESIDENTS	SPELMAN		45	img				JH	make one collection	
30	SPELMAN COLLEGE PHOTOGRAPHS COLLECTION, THEATRE AND DANCE	SPELMAN		379	img				JH	make one collection	
31	AFRICANA DIGITAL ETHNOGRAPHY PROJECT	MOREHOUSE		104	pdf, vid				JH		
32	AFRICANA DIGITAL ETHNOGRAPHY PROJECT: UNIVERSITY OF NIGERIA	MOREHOUSE		12	vid				JH		
33	AUC AUTHOR SERIES	RWWL		24	pdf		Ready for QA1	N:\Video\AUC_Author\JL			
34	ATLANTA UNIVERSITY CENTER FACULTY SCHOLARSHIP BIBLIOGRAPHIES	RWWL		17	pdf		Ready for QA1	S:\dcetd\AUC_Faculty\JL		2019-05-15 CL	

Islandora fields

Binary file

After placing files for upload in the [sftp](#) upload folder, list the path to those files. (FOR NON-STREAMING ITEMS)> should conform to file name below. (SEE FILE NAME)

Note: be sure to place extension after filename = .jpg, .pdf, .mp3....

Examples:

- o auc.074.0001.jpg (etc., etc, for "loose" items)
- o [AnnaHall_ForUpload](#)/auc.119.b02f09.00000000.pho0007.jpg (for items placed in a folder before uploading to [sftp](#) upload folder)

File Name (dc.identifier)

For proper AUC file naming, see the [Digitization Manual's Naming Conventions & File Structure](#)

- o For streaming media: https://596608d3a32c6.streamlock.net/ADEPT/mp4:131015_NGA_FILM_1.mp4/playlist.m3u8 (must use `cmodel: islandora:videoRedirectCModel`)
https://596608d3a32c6.streamlock.net/ADEPT/mp4:131015_NGA_FILM_1.mp4/playlist.m3u8

- o For streaming media files, Excel will insert an extra space after the streaming URL. Remove this in the CSV, otherwise the Spreadsheet Ingest tool will say that it "Failed to find or read the given binaries..."

```
4a.test:0000,adept.test:0000,,
a/playlist.m3u8 ,test audio 1
opyright. For more information
ith the web URL or handle iden
```

Label

The title to be displayed of the item. (SEE TITLE) **Note:** we are no longer using brackets for created titles- if they are there, remove them.

Title (dc.title)

Simply put, the title is the "name given to the digital resource." Consider how you want the title to display:

- Use existing titles when available.
- If no title is provided, use the information within the document or a finding aid if provided.
- Avoid using abbreviations.
- Avoid using the terms "image of" / "photograph of" and other terms that are self-explanatory of the item.
- Use title case style capitalization, e.g., *The Scholarly Communications Crisis*, and make it read smoothly. If unsure of what to capitalize, use a generator such as <https://titlecase.com/> or <https://titlecaseconverter.com/> (works for multiple lines). **BE SURE** to review what the generator created to be sure no syntax like *vol.iii* gets converted to Vol. Iii (example).
- If no title is available, supply a brief and descriptive title, e.g., Two Men and a Car.
- The only titles that will not be using title case are theses and dissertations, where typically they will have only the first word capitalized. User submitted entries will be kept as-is for now.
- Include a date or date range. Since this is not part of the 'formal' title, no need to capitalize this part. This field is free text, but use the following examples as a guide to make this convention consistent:
 - Portrait of Anna Hall, circa 1920
 - Portrait of Anna Hall, 1950
 - Portrait of Anna Hall, 1995
 - Portrait of Anna Hall, April 1995
 - Portrait of Anna Hall, March 28, 1965
 - Portrait of Anna Hall, 1966-1968

Metadata Clean-up Tools

- Excel: Spellcheck(!), Find/Replace, Dropdown lists and Ctrl+D
- OpenRefine: filename (or any other field) accuracy check and comparison
- Brackets, Sublime Text: carriage returns, unnecessary spaces in CSV

“ NO ”

“ YES ”

The screenshot shows the OpenRefine web interface. At the top, it says "OpenRefine Tuesday_20160416.xlsx Permalink". Below this is a "Facet / Filter" section with a "Refresh" button and "Reset All" and "Remove All" buttons. A facet is applied to the "1934_mazique_edward_c" column, showing 584 choices. The list of choices is sorted by name and count. The last few items in the list are highlighted with a red box: "1934_mazique_edward_c 1", "1957_mcgriff_walter_t 1", "1971_lewis_claude_a 1", "1976_mcclelland_rowan 1", and "1981_mccray_yvette_d 1". On the right side, there is a "1 matching rows (1164 total)" section. It shows a table with 1 row and 2 columns. The first column is labeled "282" and the second column is labeled "1971_lewis_claude_a". The entire row is highlighted with a red box.

282	1971_lewis_claude_a

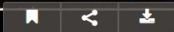
Results



Item record and metadata example



Format	Image/jpeg
Medium	black-and-white photographs
Collection	Anna E. Hall Collection
Finding Aid	http://hdl.handle.net/20.500.12322/fa:119
Institution	Atlanta University Center Robert W. Woodruff Library
Geographic Location	Georgia--Atlanta
Handle	http://hdl.handle.net/20.500.12322/auc.119:0077
Acknowledgements	The Atlanta University Center Robert W. Woodruff Library acknowledges the generous support of the National Endowment for Humanities - Humanities Collections and Reference Resources Implementation Project Grant in supporting the processing and digitization of a number of its major archival collections as part of the project: <i>Spreading the Word: Expanding Access to African American Religious Archival Collections at the Atlanta University Center Robert W. Woodruff Library.</i>
Rights	All works in this collection either are protected by copyright or are the property of the Robert W. Woodruff Library, and/or the copyright holder as appropriate. To order a reproduction or to inquire about permission to publish, please contact the Archives Research Center at: archives@aucr.edu with the web URL or handle identification number.
Rights Statement	http://rightsstatements.org/vocab/InC-EDU/1.0/



<https://radar.aucr.edu>

Results

- Clean faceting
- Consistent fields

Atlanta University Center
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NAVIGATION

Contact Spreadsheet
Ingest
Help Search

Institution [+]
Collection [+]
Decade [+]
Subjects [+]
Document Type [+]

Keyword
Search...
Search

University Center
Robert W. Woodruff Library

HOME COLLECTION

JUN 27, 2019

George A. Sewell Papers, Photographs

George Alexander Sewell (1910-1983) was a professor, pastor, and author. While a student at Morris Brown College, he became the co-founder and first editor of the *Wolverine Observer*, the official student newspaper. After graduating from Morris Brown College, Sewell worked as a principal and teacher in the Jackson County Public schools in Jackson County. Outside of his work as an educator, Sewell was a minister of the Eighth Episcopal District and pastored several churches. He was a member of the General Conference from 1956-1980 and chaired the Revisions Committee 1976 quadrennium. Sewell was elected to the General Conference Commission and served as the Secretary on the General Board of Education for the AME Church.

At the AUC Robert W. Woodruff Library we are always striving to improve our digital collections. We welcome additional information for any of the works in this collection. To submit information, please contact us at DSD@aucr.edu.

Atlanta University Center
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NAVIGATION

Contact Spreadsheet
Ingest
Help Search

Institution [+]
Collection [+]
Decade [+]
Subjects [+]
Document Type [+]

Keyword
Search...
Search

Subjects [-]

- ☐ Portraits and people (42)
- ☐ Events and programs (25)
- ☐ African American churches (19)
- ☐ African American universities and colleges (11)
- ☐ African Americans--Religion (11)
- ☐ African American women (8)
- ☐ Buildings and grounds (5)
- ☐ African American men (4)
- ☐ Children (4)
- ☐ Presidents (4)

Show more

Program Management

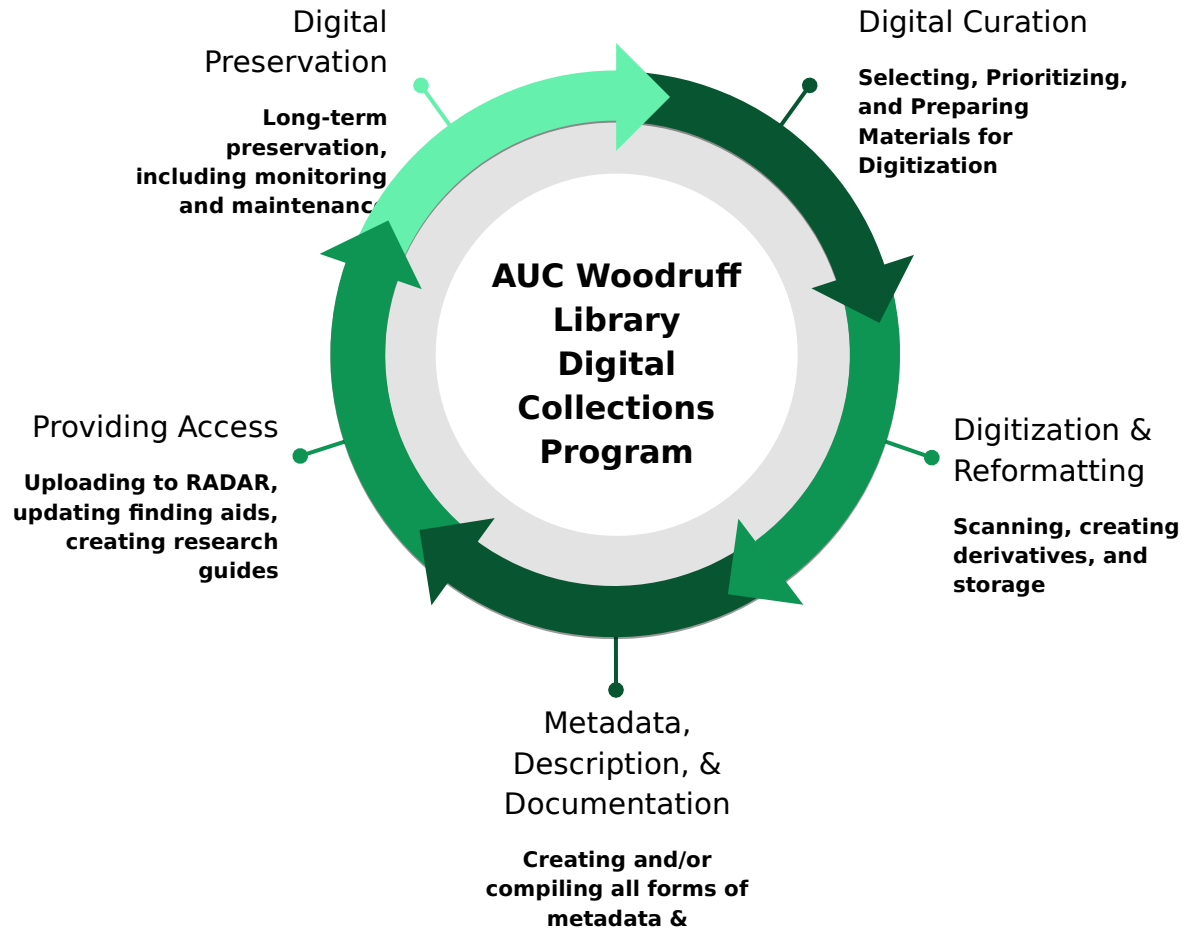


**Completely overwhelmed
by work**

**Perfect time to make a
stupid cat meme**

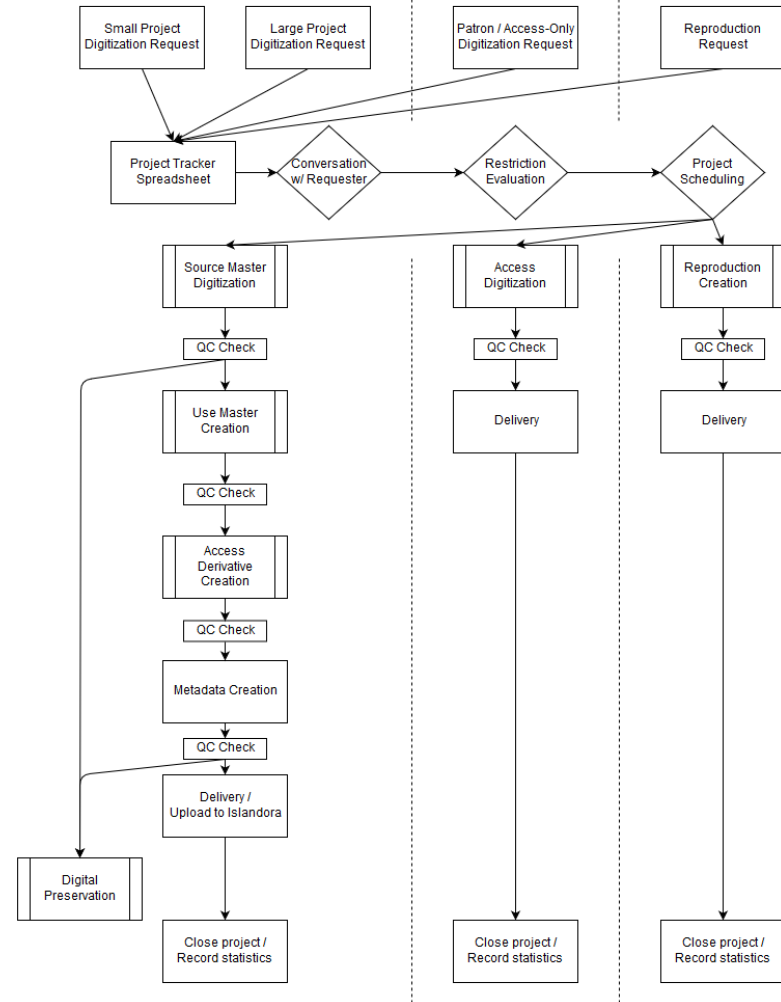
Project Management vs. Program

BASIS FOR COMPARISON	PROJECT	PROGRAM
Meaning	A project refers to the temporary activity, which is undertaken to create a distinct product or service, that has certain objectives.	A program implies a set of projects which are linked to one another, in a sequential manner to attain the combined benefits.
Focus on	Content	Context
Time horizon	Short term	Long term
Concerned with	Specific deliverables, i.e. product or service	Benefits received
Functional units	Single	Multiple
Tasks	Technical in nature	Strategic in nature
Produces	Output	Outcome
Success	Success can be measured in terms of product quality, timeliness, cost effectiveness, compliance and degree of customer satisfaction.	Success is measured by the extent to which program meets out the needs and benefits, for which it was conducted.



Digitization Workflow

- Four request forms
- One Project Tracker spreadsheet
- Six Digitization Tracker spreadsheets
 - Planetary scanner, sheetfeed scanner, flatbed scanners, photography, print reproductions, and A/V
- Four file classes
 - Source Master, Use



Tracking Projects

Project #	Project Name	Project Type	Request Link	Requester	# of Objects	Date Requested	Preferred Completion	Date Work Started	Date Work Completed	Work Rate	Notes
000030	MCMLK Photocopy Request	Small Digitization	Response 1	Ashante'	1	2019-04-10	2019-04-15	2019-04-11	2019-04-12	1.0000	Only need the last 2 pages
000031	Smith Wilson-Smith Robinson	Access-Only Digitization	Response 1	Tiffany	3	2019-04-11	2019-04-11	2019-04-11	2019-04-12	1.0000	Box 1 Folder 9, Box 2 Folders 14 & 23
000032	Henry P. Slaughter Patron Request	Access-Only Digitization	Response 1	Amber	1	2019-04-11	2019-04-19	2019-04-15	2019-04-16	1.0000	300 dpi jpeg. There are several images in the down. box 44, folders 25
000033	SLIS Exhibit	Large Digitization	Response 1	Gayle	32	2019-04-12	2019-05-15	2019-04-12	2019-04-26	0.4375	2 items (Beta Phi Mu pin and Lamp) are objects on spreadsheet-for text-based items scan a spreadsheet
000034	NCCHR MCMLK Exhibit	Reproduction	Response 1	Amber	6	2019-04-18	2019-05-03	2019-04-24	2019-05-02	1.3333	Attachement with file names provided
000035	College Language Association	Small Digitization	Response 1	Tiffany	2	2019-05-01	2019-05-06	2019-05-02	2019-05-03	0.5000	this is a cassette tape digitization request.
000036	Countee Cullen Digital Exhibit	Large Digitization	Response 1	Gayle	24	2019-05-24	2019-05-31	2019-05-28	2019-06-02	0.2083	
000037	Slides Patron Request	Small Digitization	Response 1	Tiffany	4	2019-05-28	2019-05-31	2019-05-28	2019-05-31	0.7500	
000038	ITC Journals	Small Digitization		Jessica	3	2019-06-13	2019-06-14	2019-06-13	2019-06-14	0.3333	
000039	Black Kirby digitization	Large Digitization	Response 1	Clint	32	2019-06-27	2019-07-22	2019-07-01	2019-07-19	0.5625	
000040	Black Kirby reproductions	Reproduction	Response 1	Clint	32	2019-06-27	2019-07-22	2019-07-19	2019-07-19	0.0000	Print in-house - resize oversized objects do
000041	Elizabeth McDuffie Papers	Small Digitization	Response 1	Amber	1	2019-07-02	2019-07-16	2019-07-03	2019-07-03	0.0000	TIFF File (Box 3 Folder 29)
000042	Spelman Digital Exhibit	Small Digitization	Response 1	Gayle	18	2019-07-08	2019-09-02			0.0000	Box/folder #s on accompanying spreadsheet
000043	Spelman Digital Exhibit	Small Digitization	Response 1	Gayle	16	2019-07-08	2019-07-15	2019-07-10	2019-07-12	0.1250	Submitting separate order for add'l Spelman scanned for larger digital exhibit in October
000044	T&D Patron request	Small Digitization	Response 1	Aletha	1	2019-07-12	2019-08-01	2019-07-17	2019-07-19	2.0000	Please save pdf to Born digital R./ CLIR/ T&D storage, contact Christine or Josh. Contact A physical book returned to her.
000045	Book Publication Patron Request	Access-Only Digitization	Response 1	Tiffany	1	2019-07-19	2019-07-23	2019-07-19	2019-07-22	3.0000	Patron wants this for book publication
000046	Book Publication Patron Request	Access-Only Digitization	Response 1	Tiffany	1	2019-07-19	2019-07-23	2019-07-19	2019-07-22	3.0000	Patron wants this for book publication
000047	MCMLK Patron Request	Reproduction	Response 1	Tiffany	6	2019-07-19	2019-07-19	2019-07-22	2019-07-22	0.0000	Please reproduce on regular paper, color,
000048	MCMLK Patron Request	Reproduction	Response 1	Tiffany	1	2019-07-24	2019-07-24	2019-07-24	2019-07-24	0.0000	
000049	DST Sprapbooks	Small Digitization		Alex	5	2019-08-01	2020-06-30	2019-08-01	2019-09-20	10.0000	
000050	Collection Control File M-P	Sheet Feed				2019-08-21	2019-09-04	2019-08-21	2019-09-09		
000051	ITC Journal, Volume 46	Sheet Feed		Jessica	1	2019-09-05	2019-09-07	2019-09-05	2019-09-05	0.0000	
000052	NCCHR MCMLK	Reproduction	Response 1	Amber	4	2019-09-11	2019-09-20	2019-09-16	2019-09-17	0.2500	
000053	Atlanta Child Murders	Large Digitization		Alex		2019-09-11	2019-12-15	2019-09-12			
000054	Atlanta Child Murders	Large Digitization		Tiffany	23	2019-09-17	2019-09-25	2019-09-19	2019-09-26	0.3043	
000055	025-Atlanta Urban League	Access-Only Digitization	Response 1	Amber	2	2019-09-17	2019-10-01	2019-09-18	2019-09-18	0.0000	



Planetary Scanner Tracker

Project #	OPUS ID	Identifier	Title	Scan	Scan QC	Image Treatment	IT QC	Export	Export QC	Metadata	Metadata QC	Upload	Upload QC	Notes
000039	00000448	auc.162.0002	"Black Revolutionary" Vol. 1 Iss. 2	2019-07-02 AD	2019-07-09 CL	2019-07-08 AD	2019-07-09 CL	2019-07-09 AD	2019-07-10 CL					
000039	00000449	auc.162.0003	Free Angela Davis Poster	2019-07-02 AD	2019-07-09 CL	2019-07-08 AD	2019-07-09 CL	2019-07-09 AD	2019-07-10 CL					
000039	00000450	auc.162.0004	Angela Davis "This Black Woman is a Heroine"	2019-07-02 AD	2019-07-09 CL	2019-07-08 AD	2019-07-09 CL	2019-07-09 AD	2019-07-10 CL					
000039	00000451	auc.002.0002	Phylon 1940	2019-07-03 AD	2019-07-09 CL	2019-07-08 AD	2019-07-09 CL	2019-07-09 AD	2019-07-10 CL					
000039	00000452	auc.027.0002	"School of Velocity"	2019-07-03 AD	2019-07-09 CL	2019-07-08 AD	2019-07-09 CL	2019-07-09 AD	2019-07-10 CL					
000043	00000453	sc.003.0015	Antigone, November 4-8, 1986	2019-07-11 AD	2019-07-12 CL	2019-07-12 AD	2019-07-12 CL	2019-07-12 CL	2019-07-12 AD				2019-08-15 CL	
000043	00000454	sc.xxx.0001	Selection from Antigone script	2019-07-11 AD	2019-07-12 CL	2019-07-12 AD	2019-07-12 CL	2019-07-12 CL	2019-07-12 AD	N/A	N/A	N/A	N/A	
000044	00000455													
	00000456	1996_miller_anthony	"The relationship between parental involvement and selected variables in metropolitan Atlanta elementary schools"	2019-07-17 AD	2019-07-18 CL	2019-07-17 AD	2019-07-18 CL	2019-07-19 AD	2019-07-18 CL					Ask Christ
	00000457	auc.129.0007	Delta Sigma Theta Binder, 1984	2019-08-01 AD	2019-08-07 CL	2019-08-08 AD	2019-08-09 CL	2019-08-08 AD	2019-08-09 CL	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		Need to s
000049	00000458													
	00000459	auc.129.0008	Pyramid Club Scrapbook, 1976	2019-08-13 AD	2019-08-14 CL	2019-08-13 AD	2019-08-14 CL	2019-08-14 CL	2019-08-14 AD	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		
	00000460	auc.129.0009	Student Life Book, circa 1986	2019-08-20 AD	2019-08-21 CL	2019-08-20 AD	2019-08-21 CL	2019-08-22 AD	2019-08-23 CL	2019-08-22 AD	2019-08-23 CL	2019-09-24 AD		Numberin color bars Masters a down/un
000049	00000461	auc.129.0010	Delta Sigma Theta Scrapbook, 1984	2019-08-21 AD	2019-08-22 CL	2019-08-21 AD	2019-08-22 CL	2019-08-22 AD	2019-08-23 CL	2019-08-22 AD	2019-08-23 CL	2019-09-24 AD		
000049	00000462	auc.129.0011	Pyramid Scrapbook, 1976	2019-08-30 AD	2019-09-04 CL	2019-08-30 AD	2019-09-04 CL	2019-09-05 AD	2019-09-06 CL	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		
N/A	00000463	Debugging_190829	Ernesto test	2019-08-29 ER	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
000049	00000464	auc.129.0012	Pyramid Scrapbook, 1960	2019-09-03 AD	2019-09-04 CL	2019-09-03 AD	2019-09-04 CL	2019-09-05 AD	2019-09-06 CL	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		
000050	00000465	auc.106.0032	"Strange Fruit," circa 1965	2019-09-05 AD	2019-09-06 CL	2019-09-06 CL	2019-09-06 AD	2019-09-06 AD	2019-09-17 CL					
000049	00000466	auc.129.0013	Pyramid Scrapbook, Fall 1981	2019-09-06 AD	2019-09-17 CL	2019-09-06 AD	2019-09-17 CL	2019-09-18 AD	2019-09-19 CL		2019-09-19 CL	2019-09-24 AD		
000049	00000467	auc.129.0014	Pyramid Scrapbook, 1966	2019-09-09 AD	2019-09-17 CL	2019-09-10 AD	2019-09-17 CL	2019-09-18 AD	2019-09-19 CL	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		
000049	00000468	auc.129.0015	Pyramid Scrapbook, 1962	2019-09-10 AD	2019-09-17 CL	2019-09-11 AD	2019-09-17 CL	2019-09-18 AD	2019-09-19 CL	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		inside cov
000049	00000469	auc.129.0016	Pyramid Scrapbook, 1983	2019-09-11 AD	2019-09-17 CL	2019-09-11 AD	2019-09-17 CL	2019-09-18 AD	2019-09-19 CL	2019-09-19 AD	2019-09-19 CL	2019-09-24 AD		
000053	00000470	auc.075.00126	"Atlanta: Evidence of Things Not Seen" by James Baldwin, November 1981	2019-09-12 CL		2019-06-17 CL	2019-09-18 AD	2019-09-18 AD	2019-09-24 CL					
	00000471	auc.075.00127	Committee to Stop Children's Murders, 1980	2019-09-12 AW	2019-09-13 AD	2019-09-12 AW	2019-09-16 AD	2019-09-18 AD	2019-09-24 CL					the back
	00000472	auc.075.00135	Committee to Stop Children's Murders, 1981	2019-09-12 AW	2019-09-18 AD	2019-09-25 AW	2019-10-02 AD							photocop 55 looks l
000053	00000473	auc.075.00169	Community Response, October 1980	2019-09-17 AW	2019-09-19 CL	2019-09-26 AW	2019-09-27 AD	2019-09-27 AD						
000053	00000474	auc.075.00170	Community Response 1 of 2, Nov 1980	2019-09-17 AW	2019-09-19 CL	2019-09-26 AW	2019-09-27 AD	2019-09-27 AD						inserted r
000053	00000475	auc.075.00171	Community Response 2 of 2, Nov 1980	2019-09-17 AW	2019-09-19 CL	2019-09-26 AW	2019-09-30 AD	2019-10-10 AD						
000053	00000476	auc.075.00172	Community Response, March 1981	2019-09-17 AW	2019-10-02 AD	2019-10-02 AD								Image of
	00000477	auc.075.00173	Community Response, April 1981	2019-09-18 AW	2019-09-19 AD	2019-10-01 AW	2019-10-03 AD	2019-10-10 AD						p. 45-46 -

Changing tools, workflows, and workloads

Rights_Statement	pid	parent_object	parent_predicate	cmodel	Date Scanned
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063	auc.119:0000		islandora:bookCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.001	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.002	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.003	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.004	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.005	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.006	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.007	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.008	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.009	auc.119:0063	isPageOf	islandora:pageCModel	
http://rightsstatements.org/vocab/InC-EDU/1	auc.119:0063.010	auc.119:0063	isPageOf	islandora:pageCModel	

← New metadata spreadsheet template

Digital Collections Cleanup Workflow

Batch Number	Collection Name	Date Work Started	Review Masters	Review Metadata	Align Files	QC
000001	129 - Delta Sigma Theta	2019-08-27 AD				
000002	160 - Aku Kadogo Papers	2019-08-29 AD	2019-08-29 AD	2019-09-11 AD		
000003	115 - Virginia Lacy Jones	2019-09-03 AD	2019-09-03 AD	2019-09-05 AD		
000004	106- Pennington Cartoon	2019-09-11 AD	2019-09-11 AD	2019-10-01 AD		



ABBY FineReader

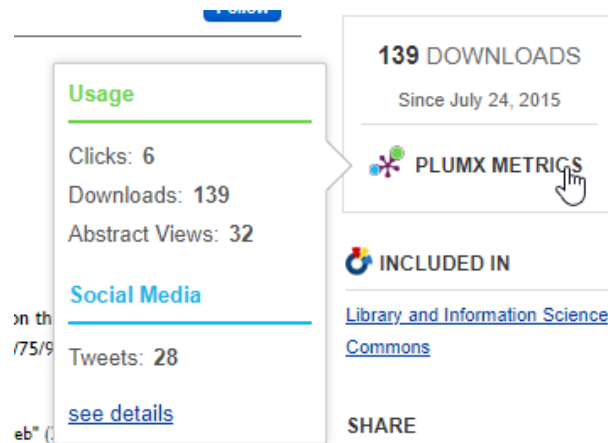
<https://o.aolcdn.com/hss/storage/midas/34850183bdd8d0efe7d04a787595d34d/200278459/FineReaderAppIcon-641.png>

<https://www.imagescienceassociates.com/mm5/graphics/00000001/GTK.jpg>



Adapting to tool limitations

- auc.117:0000 vs. auc.117:9999
- auc.117:9999 vs. auc.117%3A9999
- Built-in workflows vs. building custom workflows
- PlumX vs. Altmetric



- “How much time/money is it worth spending to fix this?”




Roll Out & Marketing Plan

Roll Out Timeline

- **Soft Launch** - July 15
- **Hard Launch** - August 1
- **Cut off of Digital Commons-**
August 2

Marketing

- Press release
- Video
- Print media (flyer/postcards)
- Social media campaign
- Website update
- LibGuide updates



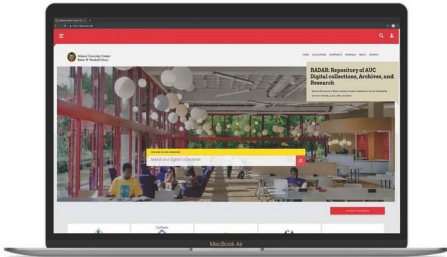
Atlanta University Center
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RADAR

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Training Plan

Training sessions were completed from July - September:

- **All Staff training** - front-end access for library staff
- **IRS training** - front-end access for teaching users
- **ARC training** - front-end access for teaching users (including MCMLK), and back-end access for archivists (accessing “private” collections)
- **OJS Editor training** - back-end training for journal editors/managers
- **ETD Submitter & Approver training** - training for CAU Graduate School T&D submitters & approvers
- **Faculty training** - integrating digitized archival resources into instruction in partnership with the GLAM Center

Paying for enhancements

- Support hours from DGI
- Grant funded indirect costs (i.e. ADEPt)
- Contract programmer hours
- Community-built tools



Created by Milinda Courey
from Noun Project

Phase 3 (FY2020): Enhancements

- Integrating with external platforms (Google Analytics, Altmetric, ArchviesSpace)
- ETD Workflow enhancements
- Setup data feeds (OAI-PMH)
- Integrate with Digital Preservation workflows
- Integrate with Digitization workflows (patron requests, internal “private” collections)
- Clean and upload backlog

Displaying 1 – 100 of 5692

Item State

- Any -

Apply

ID	STATE	MESSAGE	SET ID	
adept.test:0000	Ingested	Ingested adept.test:0000.	45	Set item state
adeptauc.cliff.2019.04.12:0000	Ingested	Ingested adeptauc.cliff.2019.04.12:0000.	68	Set item state
adeptauc.cliff.2019.04.12:0001	Ingested	Ingested adeptauc.cliff.2019.04.12:0001.	68	Set item state
adeptauc.cliff.2019.04.12:0002	Ingested	Ingested adeptauc.cliff.2019.04.12:0002.	68	Set item state
adeptauc.cliff.2019.04.12:0003	Ingested	Ingested adeptauc.cliff.2019.04.12:0003.	68	Set item state
adeptauc.cliff.2019.04.12:0004	Ingested	Ingested adeptauc.cliff.2019.04.12:0004.	68	Set item state
adeptauc.cliff.2019.04.12:0005	Ingested	Ingested adeptauc.cliff.2019.04.12:0005.	68	Set item state
adeptauc.cliff.2019.04.17:0000	Ingested	Ingested adeptauc.cliff.2019.04.17:0000.	73	Set item state
adeptauc.cliff.2019.04.17:0001	Ingested	Ingested adeptauc.cliff.2019.04.17:0001.	73	Set item state
adeptauc.cliff.2019.04.17:0002	Ingested	Ingested adeptauc.cliff.2019.04.17:0002.	73	Set item state
adeptauc.cliff.2019.04.17:0003	Ingested	Ingested adeptauc.cliff.2019.04.17:0003.	73	Set item state
adeptauc.cliff.2019.04.17:0004	Ingested	Ingested adeptauc.cliff.2019.04.17:0004.	73	Set item state
adeptauc.cliff.2019.04.17:0005	Ingested	Ingested adeptauc.cliff.2019.04.17:0005.	73	Set item state
adeptauc.cliff.2019.04.17:0006	Ingested	Ingested adeptauc.cliff.2019.04.17:0006.	74	Set item state
adeptauc.cliff.2019.04.17:0007	Ingested	Ingested adeptauc.cliff.2019.04.17:0007.	74	Set item state



Presentation:

<http://tiny.cc/2019-Islandora>

Example Documents:

<http://tiny.cc/2019-Islandora-doc>



THANKS

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